

## REVIEW AND APPROVAL OF NASA SCIENTIFIC AND TECHNICAL INFORMATION (STI) FOR PUBLICATION OR PRESENTATION

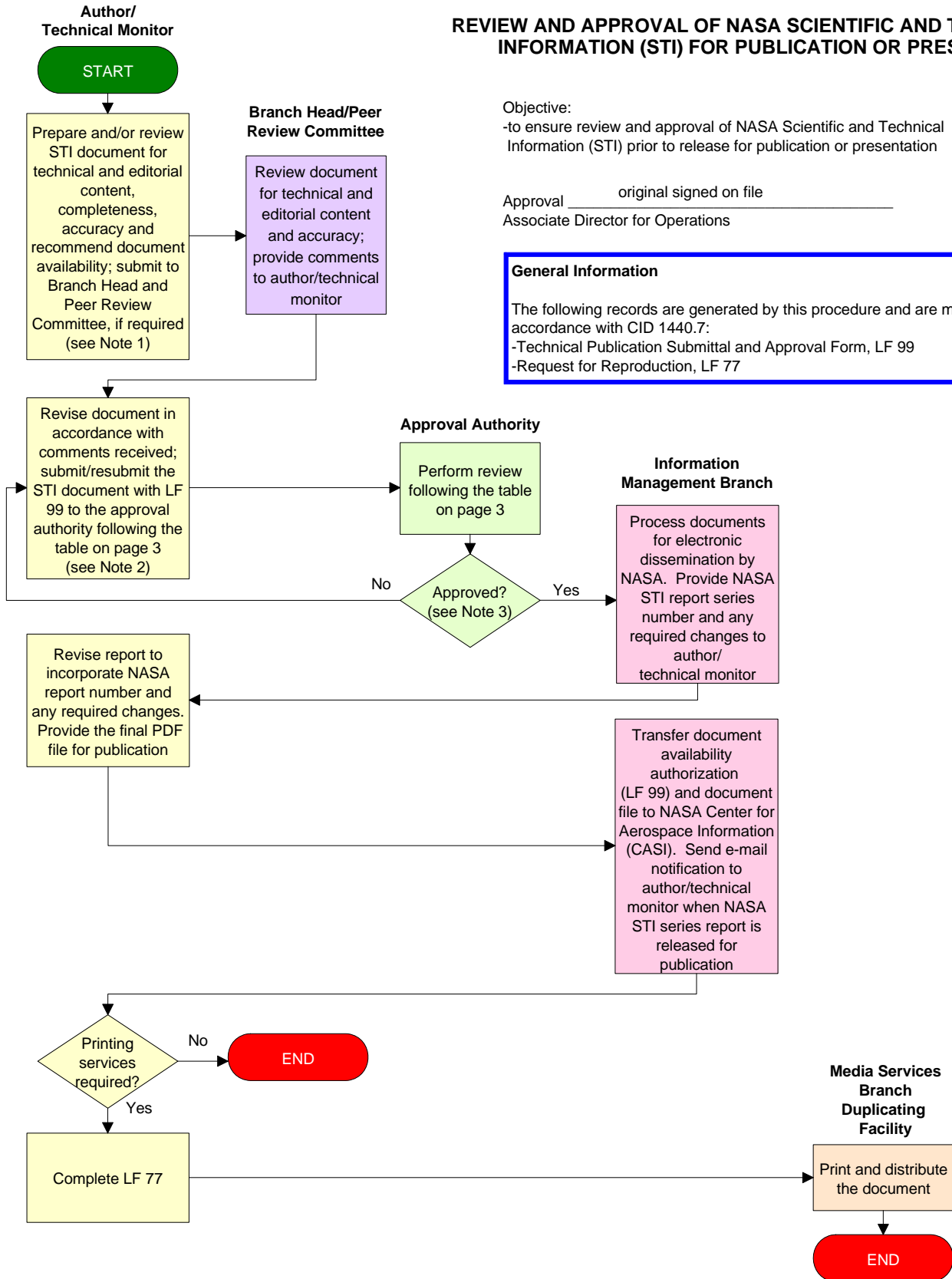
### Objective:

-to ensure review and approval of NASA Scientific and Technical Information (STI) prior to release for publication or presentation

Approval \_\_\_\_\_ original signed on file \_\_\_\_\_ 3/23/06  
Associate Director for Operations \_\_\_\_\_ Date

### General Information

The following records are generated by this procedure and are maintained in accordance with CID 1440.7:  
-Technical Publication Submittal and Approval Form, LF 99  
-Request for Reproduction, LF 77



**Note 1**

Scientific and Technical Information (STI) documentation includes: Langley authored/coauthored NASA STI Series Reports, meeting presentation abstracts and/or final papers, technical talks, journal articles/books, contractor reports, and other STI in accordance with NPR 2200.2.

See <http://larcpubs.larc.nasa.gov> for "Guidance, Templates, and Samples for Preparation of Scientific and Technical Information"

NASA cover, title page, and Report Documentation Page (SF 298) are required for all reports to be published in the NASA STI report series.

The author is ultimately responsible for ensuring that STI series reports are technically and editorially sound, suitable for publication, and receive the proper review and approval. The author is also responsible for revising the document according to Technical Editing Committee (TEC) recommendations to the satisfaction of the author, branch head, and TEC.

**Note 2**

LF 99, Technical Publication Approval Form, is the Langley implementation of NF 1676, NASA Scientific and Technical Document Availability Authorization (DAA). See Technical Publication Submittal and Approval System (<http://tpsas.larc.nasa.gov>) for access to LF 99.

The lead Langley author or technical monitor ensures that a LF 99 is submitted for approval. A separate LF 99 is required for each Langley authored/coauthored paper to be included in a NASA Conference Publication.

**Note 3**

Review and approval through the Center Export Administrator and Security Classification Officer, if classified, are required prior to release of any STI outside of NASA. Follow organizational standards for transmitting abstracts, final papers, and journal articles to conference organizers and publishers.

### LF 99 APPROVAL AUTHORITY

**NOTE: All approval authorities have the responsibility to ensure that they possess the required security clearance prior to reviewing any document.**

	Approval Authority	Approval Required?	Review Performed	Actions to be Taken if Approved
1	Branch Head or designated alternate(s)	Yes	Information quality including technical accuracy, clarity, suitability for publication, and document availability	Approve or disapprove LF 99
2	Technical Editing Committee (TEC) Chairman (see Note 4)	Technical Publications (TP) Only	Approval by Technical Editing Committee after completion of Peer review (technical and editorial content, completeness, accuracy)	Approve or disapprove LF 99
3	Organizational Unit Manager or designated alternate(s)	Yes	Review for technical accuracy and suitability for publication is recommended	Approve or disapprove LF 99
4	Army Office	If requested by Army Office and Branch Head	Technical content and Availability of Technical Document	Approve or disapprove LF 99
5	Project Manager	If requested by Project Manager and Branch Head	Technical content and Availability of Technical Document	Approve or disapprove LF 99
6	Center Export Administrator (CEA) or designee	Yes	Document export control review and approve LF 99 availability	Approve or disapprove LF 99 The CEA or designee may request document export control review of controlled access classified documents by the program office IPA.
7	Center Chief Scientist	STI Series reports only (except CR)	Technical content and suitability for publication. Resolve conflicts among reviewers	Approve or disapprove LF 99
8	Patent Counsel	STI Series reports only (except CR)	New technology, copyrighted, and patentable information	Approve or disapprove LF 99
9	Security Classification Officer	Classified documents only	Proper classification authority, security markings and distribution facility clearance	Approve or disapprove LF 99
10	Publications Manager	Yes	Review LF 99 for compliance with NASA policy; check NASA STI Series Reports for compliance with NASA Publications Standards	Approve or disapprove LF 99

**Note 4**

TEC review is required for reports published in the Technical Publication (TP) series.

TEC shall ensure that report meets technical and editorial requirements and is thus suitable for publication by NASA. TEC shall be thorough and conscientious in its evaluation. (See <http://larcpubs.larc.nasa.gov> for Author/Technical Editing Committee Checklist).

TEC chairman shall ensure that committee performs specified functions and that author revises report to the satisfaction of all concerned, if possible. If any important revisions are not accepted by the author, the chairman shall submit a memorandum through the author's organizational management to the Center Chief Scientist explaining the differences of opinion. If chairman does not agree with the author's assessment of new technology on Langley Form 99, notify the Patent Counsel.